

# REVENUE DEPARTMENT



## JOB ANNOUNCEMENT

		POSTING DATE <b>10/03/06</b>	
		ANNOUNCEMENT NUMBER <b>150-06</b>	CLOSING DATE <b>10/11/06</b>
JOB TITLE/JOB CODE NUMBER <b>Motor Vehicle Specialist 2    60123    Unclassified</b>		PAYGRADE <b>009</b>	SALARY RANGE (MONTHLY) <b>\$1,621.28 - \$2,836.70</b>
		POSITION #s <b>00125887</b>	
DIVISION <b>Motor Vehicle</b>		UNIT NAME/LOCATION <b>Title Processing/Salvage Section</b>	
THIS ANNOUNCEMENT IS OPEN TO:			
<p>A.    <input type="checkbox"/>    CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.</p> <p>B.    <input type="checkbox"/>    CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.</p> <p>C.    <input type="checkbox"/>    CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.</p> <p>D.    <input type="checkbox"/>    CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.</p> <p>E.    <input type="checkbox"/>    EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.</p> <p>F.    <input type="checkbox"/>    PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site <a href="http://thejobsite.org/">http://thejobsite.org/</a></p> <p>G.    <input checked="" type="checkbox"/>    ALL QUALIFIED APPLICANTS.</p>			
SUBMIT <u>TWO</u> COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.			
Applications should be submitted to: Georgia Department of Revenue Human Resources, Suite 2225 1800 Century Blvd., NE Atlanta, Georgia 30345-3205			
If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)			
<b>GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION</b>			
Under direct supervision, thoroughly examines title applications and supporting documents. Ensures that all state and federal laws, policies and procedures are followed. Updates title information in GRATIS and collects fees. Uses the correspondence module to request additional documents. Balances and adjusts the cash drawer.			
<b>MINIMUM TRAINING AND EXPERIENCE</b>			
One year of experience as a Motor Vehicle Specialist 1 OR One year of experience as a Quality Control Specialist 1 OR One year of experience as a Clerk 1 OR Any combination of work experience which provides the applicant with at least one year of experience in one of the following areas: general clerical, document examination, data transcription, work processing, typing, customer service or collecting and/or balancing fees.			
<b>PREFERRED QUALIFICATIONS</b>			
Completion of a high school diploma or equivalent (GED). Good customer service skills, including one year of experience working with the public in person and by telephone. One year of experience using an online computer terminal. One year of experience entering data in a computer system. Good work history for the past five years. Must be flexible and have the ability to multi-task. Ability to work under stress/pressure in a production environment and meet production standards. Ability to work independently. One year of experience reviewing legal documents. Experience utilizing a computer terminal, reference books/manuals, valuation books or departmental records to verify information. Ability to meet the terms and conditions of employment for the Motor Vehicle Division, including the ability to lift up to 30 lbs.			
<b>COMMENTS</b>			

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection

Equal Opportunity Employer